

TOWN OF JEFFERSON  
SELECT BOARD MEETING MINUTES

January 2, 2020

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Thursday, January 2, 2020, at 5:00 p.m. The meeting originally scheduled for Monday, December 30, had to be cancelled due to the day-long snow storm.

**PRESENT:** Kevin Meehan, Chair, Tom Brady and Cindy Silver--members comprising a quorum of the Board

**OTHERS PRESENT:** Kathi Marshall, Assistant to the Select Board; Chris Milligan was also present.

Members of the board signed warrants for payroll and accounts payable. Invoices were approved for payment January 6, 2020. Board members also signed an annual report of assessment and sales information for the NH Department of Revenue Administration, and a disbursement of funds request in the amount of \$12,000 from the Library Expendable Trust Fund for their portion of the cost analysis being done by ADG on the school.

**Meeting Minutes Approval:** Cindy moved to accept the Select Board public meeting minutes for December 23, 2019, as recorded. Tom seconded the motion, and the motion carried.

**Report of Departments and/or Boards**

**Highway:** Mark was not present.

**Office:** Kathi said her week, while short because of the Christmas holiday, was very good. At the previous meeting board members had asked her to complete several different tasks and she was happy to report she had completed all of them—the particular issues she would share as the meeting went along. She mentioned she is also beginning to receive requests from the auditors who will be here at the end of January. She expressed some concerns about getting the budget done, the audit, the town report, end-of-year reports, and so on.

**Public Input**

**Fire Department:** Chris Milligan brought back a couple of his requested budget items and one of them was battery-operated extrication equipment. The Firemen's Association would be willing pay half. The total cost is \$22,000. Chris said it includes a spreader and cutter and they would make a huge difference for the town. Many times they are forced to wait for other departments to show up on a scene because we don't have that type equipment. Tom asked how much money was in the CRF account and what we would have to do to remove those funds. Kevin said there was a little over \$8,000. Tom said it would most likely have to be a warrant article specifying the Association would pay half. Kathi said she had spoken to Linda and she felt that purchase and the Capital Alarm System quote (\$12,000) would both have to be warrant articles. Kevin said we would write the warrant articles for town meeting.

Chris also asked about the quote on the furnace in the fire station. Kevin asked if Chris wanted to go ahead and have that furnace updated. Calvin Crawford gave the original bid and Kevin said we should get more. He thought it should be posted in the paper, and Cindy agreed.

Chris wanted to send out letters to local up-and-coming Airbnbs that are cropping up around town. He did compose a letter and presented it to the board weeks ago. Kevin said he recalls the board approved it. Chris said the letter was to help people learn to self-inspect, use the right smoke alarms, etc. to make certain they are meeting at least the essential safety issues. Chris wanted people to know they were

available to assist or give guidance if needed. Tom wanted to know if there was any way to recoup any of the cost for this assistance. Chris said we could have a fee structure—a lot of towns are doing that. Chris said he could bring in a fee structure for the board members to look over.

Tom asked if Chris was to go into some of these rental properties what would he be looking for? Chris said proper egresses, appropriate smoke and carbon monoxide detectors, etc. Tom said Kathi should check on the liability aspect. Also, to check if the person who does the inspection would need their own insurance for protection. If we offer this service we want to be sure we are not more liable.

Chris is also waiting on an updated quote on the fire extinguisher inspections. He needed a new quote since we wanted to take off the Odd Fellows Hall and include the transfer station. He will let the board know when he receives the updated quote.

The board has been looking into a proposed budget item for a full-time Fire Chief. Board members asked if Chris would put together a job description and to include some guidelines and cost projections for such a position. Chris presented that information to members. Tom said the fire department is always referred to as a 'volunteer department,' and he asked Chris to define that. Chris said Jefferson is not classified as a true “volunteer department,” rather we have a “paid call” department. Members do receive a nominal fee for the calls they respond to and for whatever hours they invest in training classes.

Tom said if we opted for a full-time Fire Chief position, we would need a line-item in the budget. He said, in his personal opinion, he didn't feel we could support a full-time Fire Chief at this time. Many folks have commented to him this year about their concern regarding their tax bills, especially with the school issue yet to be decided. Cindy said perhaps we could look at it again next year. Tom also pointed out it could be a warrant article, and Kevin said that would give people a chance to say yes or no to having a full-time chief.

Tom said if we don't want the situation to get worse with regard to taxes, the town must find a way to increase its tax base. That's why he is always pressing for less regulation that makes it more difficult for people to build. We need more houses and businesses in the town.

Chris said unfortunately the school is choking us, and the town gets punished because of that. He added they were going to save us all kinds of money when they closed the school down, and it has done nothing for us. Cindy said the board has to put their heads together to figure out how we get some income generated from the school building.

### **Unfinished Business**

**Deed Update:** Kathi called the lawyers to find out what the next step should be with regard to a deeded property at 7 Crow Road. The lawyers are going to write a final letter before moving forward with taking them to court. They need to know how many days the board wants to give them before moving to a court procedure. Tom asked if it was okay to evict in the winter. Kevin said if we give them thirty days it would go into February. By the time we got to court it would probably be spring. Cindy was concerned if something happened on the property in the meantime. Kathi said she called the insurance company, and the property was definitely added to our policy, so we are covered. The board decided that 30 days was enough notice to give to the resident.

**EZ Rink:** At the previous meeting Cindy mentioned there was a process to go through in order to obtain funds from the Athletic Association account, and Jason Call would be the person to contact. Kathi did speak with Jason, and he told her she needed a letter from the board requesting the funds. He said he needed to know what the funds would be used for and the letter should be signed by the board members. Kathi had composed a letter for the board members to sign in case they approved of the purchase. Tom made a motion to withdraw \$2,967.00 from the Athletic Trust Fund to purchase the EZ Rink. Kevin seconded the motion and the motion carried. (Cindy is the president of the Athletic Association and recused herself from the decision-making and the vote.)

**Town Hall:** Kathi said she needed to post a notice about the policy change regarding the town hall rental policy. She composed a notice for the board to approve. Members discussed whether or not the town hall should be available to Jefferson residents only or if the hall should be open to non-residents. Kathi mentioned the legal staff were less likely to include non-residents. Tom felt we should rent the town hall to residents only, as a service to the townspeople, because it is their town hall. Cindy said it was a good point regarding keeping it for our own residents. Kathi asked if someone called and didn't live in Jefferson, but had an uncle who did, should she go ahead and rent the hall. Tom said they needed to be made aware that their name would be on the agreement, and the insurance policy. They would also need to sign the agreement, and if anything happened they would be liable. It was ultimately agreed that the town would only rent the hall to residents of Jefferson.

With regard to cleaning the hall Kevin wondered if we wanted to advertise for that. Cindy said it might be an "on call" situation in some cases. The person would not be an employee. Tom said we don't want to end up having to put someone on payroll.

**SAM:** Kathi received three more notices from SAM telling her the town's account was expiring. At the previous meeting Cindy had suggested Kathi check with other local towns to see if they had a SAM contract. Kathi then contacted Judy in Whitefield and the first thing she said to Kathi was "be careful!" Judy said most of the "SAM" contacts are not legitimate. There is only one official site to use. She did say if you ever want government grants or other funds, you do need to have a SAM account. All the contacts the town was receiving were asking for \$1,600. And Kevin had noticed the e-mail addresses were all ".com" as opposed to ".gov." Judy e-mailed Kathi the official instructions of how to sign up, and, unlike the imposters, the government site is free to use and free to register.

**Santa's Village:** Kathi did mention she had received a call from Mark at Santa's Village right before the meeting. He told her for the past several years Santa's Village has contacted Beattie Enterprises to acquire large containers which Santa's Village filled with assorted waste. Beattie would then come and haul away the refuse, and the Town of Jefferson paid the bill. Kevin said what we have done in the past is expect Santa's Village to pay for the containers they obtain, but the town pays for the trucking. Cindy wanted to know why the town should pay the bill for that. Tom said the justification for payment of the trucking is because the town would be paying for the trucking of it from our own transfer station. Kevin said Santa's Village uses so much cardboard that they could come up to the transfer station on a Saturday and totally fill our container for cardboard, and townspeople would have no room for what they brought. So rather than having them fill our containers all the time, they fill their own and Beattie hauls it away for them. We then get an invoice from Beattie for the trucking which we would have paid anyway if we sent it with our own refuse.

Tom said what we need to find out is who is paying the rental on the container and who is paying the transport costs. We need to know this for homeowners in Jefferson who come in and ask for a container. The resident should be paying for the container, and the town pays the trucking. Tom says we need to make sure that everyone in town is being treated equally as to what they are allowed to put into the container. They should be allowed the same courtesies as a business, and they should be charged the same amount. Tom said every container that goes out to a resident has to be approved here in the office first. That's because we have to pay to dispose of the refuse, and we have to make certain nothing is being put into the containers that won't be accepted in Berlin after we transport it there. Kevin said people can call Wayno's or Beattie and do all the arrangements through them, but if someone comes in to the office and requests a container, then we must follow a policy that dictates what can and cannot go into that container. Cindy said there must be a list of what is accepted at AVRRDD.

**Town Report Printing:** Smith & Town prints our annual Town Report and Kathi received an offer from Minuteman Press (they print our checks) to submit a quote on printing our Town Report. The

board said it was fine to obtain a new quote. Tom said to make sure to mention the page size and the cover stock weight.

**Kathi:** Kathi asked the board if she might make a suggestion regarding the work being done on the computer she uses each day. She told board members it was incredibly slow. The taxing and assessing programs are on her computer, as well as years and years of data she felt would be better moved to flash drives. She added she does not have access to the tax program or assessing program other than to print property or tax cards. But whenever John or Linda need to get on the computer for tax or assessing issues, Kathi has to leave her office. Kevin asked her if it would be better for her to have a separate computer. Tom said John should have his own. Tom said for proper separation of duties, John should be the only person who has a code that allows access to a program that can change people's valuations.

Kathi said she is not necessarily requesting a new computer for herself, but feels the assessing and tax programs should be on a separate computer so if John or Linda needed to use it, it would be available here in the office for them.

Kevin asked Kathi to check with John to see if he might be able to attend a board meeting to discuss what he would need with regard to a computer and software.

**Trumbull & Associates:** Kathi presented the new contract from John Trumbull & Associates who are the town's assessors. Cindy made a motion to approve Trumbull & Associates Inc. term of contract January 1, 2020 to December 31, 2020 for the sum of \$900 a month. Tom seconded the motion, and the motion carried.

**Non-Public RSA-91-A:3 (If needed)**

**Any Other Business.**

**Adjournment** - Cindy made a motion to adjourn. Tom seconded the motion. The motion carried.

**The next meeting will be Monday, January 6, 2020.**

The meeting adjourned at 8:30 p.m.

Respectfully submitted,